

Task Detail			
Task Name			
Task Description			
Start Date		Finish Date	
Status	YELLOW	Completion Percentage	25%
Summary			
Action Plan/Completion Record			
Owner Name			
Owner Company			
Owner Group			
Task Hierarchy			
Main Task Title			
Sub Task Title			
Sub Sub Task Title			
Subscriptions/Notifications		View Related Issues/MTIs	
View Related Document List		View History of Task	
Edit Task Information			
Close Form			

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FIG 13

**Create / Edit Task**

<b>Task Name</b>			
<b>Task Description</b>			
<b>Start Date</b>		<b>Finish Date</b>	
<b>Status</b>		<b>Completion Percentage</b>	
<b>Summary</b>			
<b>Action Plan</b>			
<b>Owner Name</b>			
<b>Delegates To</b>			
<b>Task Hierarchy</b>			
Main Task Title			
Sub Task Title			
Sub Sub Task Title			
[ Create Sub-Task ]			
[ View Related Document List ]	[ Define Related Doc. List ]		
[ Subscription/Notification List ]	[ Define Subscription/Notification List ]		
[ View Related Issues ]	[ Define Related Issues ]		
[ Submit Task ]	[ Close Task ]		

FIG 14

FIG 15

Issues Manager
Issues List
Issues Reports
Issue Detail
Closed Issues
Archived Issues
Create
Edit
Close
Notify
Archive
Delete

FIG 15

Meeting Center
Scheduled Meetings
Meetings in Progress
Meeting Minutes
Archived Minutes
Create
Edit
Attend Meeting
Leave Meeting
Confirm Attendance
Notify
Archive
Delete

FIG 16